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YOUR GOVERNMENT AT A GLANCE

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THE CITY OF LOS ANGELES

EPHEBIAN OATH OF ALLEGIANCE

We will never bring disgrace to this our City, by any act of dishonesty or cowardice, nor ever desert our suffering comrades in the ranks. We will fight for the ideals and sacred things of the City, both alone and with many. We will revere and obey the City's laws and do our best to incite a like respect in those above us who are prone to annul or set them at naught. We will strive unceasingly to quicken the public sense of civic duty. Thus, in all these ways, we will transmit this City not only not less, but far greater and more beautiful than it was transmitted to us.

(This is a translation of the oath which ancient Athens required its young men to take when they became Ephebiens. The Ephebiens constituted a distinct official order, recognized and honored by the State and regarded by the People as the Hope and Pride of Athens.)

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Your Government at a Glance

**Facts about the City
of Los Angeles**

Compiled
by

ELIAS MARTINEZ
City Clerk
1989 Edition ✓

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FOREWORD

This booklet has been prepared to meet demands for a brief summary of municipal government functions and activities. Additional general information is also provided about the City Government of Los Angeles.

There is an increasing interest in municipal affairs. This booklet was originally prepared and has been periodically updated in the belief that the summary-form factual information provided will be of benefit to interested citizens, students of government and to employees entering Los Angeles City service.

Cooperation of the City departments, agencies and bureaus made the booklet possible.

A handwritten signature in dark ink, reading "Elias Martinez". The signature is fluid and cursive, with a large, looping "M" and a trailing flourish at the end.

ELIAS MARTINEZ
City Clerk
City of Los Angeles

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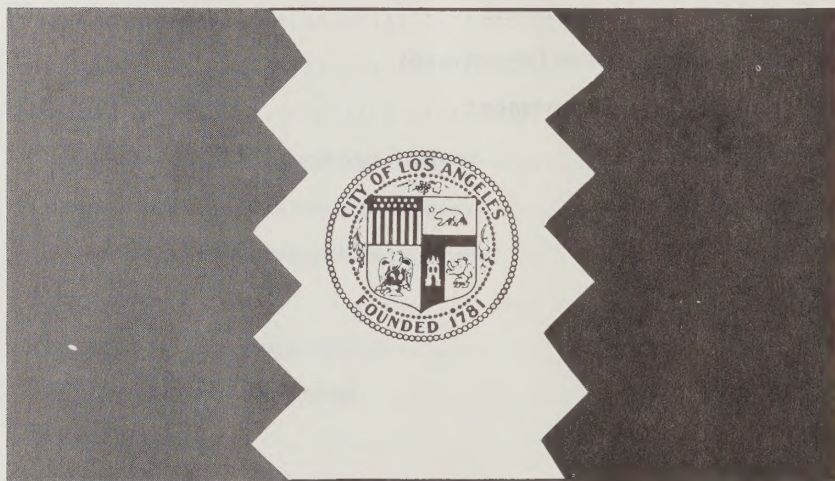
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THE CITY FLAG OF THE CITY OF LOS ANGELES

The original flag of the City of Los Angeles was designed in 1931. Ordinance 70,000 officially gave the City its own flag, then known as the "Fiesta Flag" on July 22, 1931, designed for the City's 150th birthday (Sesqui-Centennial).

The 8' x 12' banner has a taffeta background of notched stripes of red, golden-yellow, and green. The red represents the vineyards, the golden-yellow depicts the orange groves, and the green symbolizes the olive trees. The colors of the flag are also found in the flags of Spain and Mexico, whose past was very important in the early history of Los Angeles. The replica of the City Seal is shown in the center of the flag.

The flag was designed by Roy E. Silent and E. S. Jones of Los Angeles. Raising of the flag occurred in April 1937, eighty-seven years after incorporation of the City. The flag was presented to Mayor Frank E. Shaw by Isadore B. Dockweiler, president of the La Fiesta Association.



GREEN

YELLOW

RED

THE CITY SEALS OF THE CITY OF LOS ANGELES

LOS ANGELES CITY SEAL 1854 - 1905

The Minutes of the Common Council written in Spanish, read "The City shall provide itself with a seal to be attached to public documents." The seal was to show a cluster of grapes and leaves surrounded by the words "Corporation of the City of Los Angeles."



By 1905, a seal representing more than the industry of grapes was needed. On March 27, 1905, Ordinance 10,834 authorized the present City Seal.

1854 - 1905

LOS ANGELES CITY SEAL 1905 TO THE PRESENT



1905 TO
THE PRESENT

Ordinance 10,834 describes the City Seal being used today. It explains that the lion and the castle are from the Arms of Spain and represent Los Angeles under Spanish rule from 1542-1821. The eagle holding the serpent is from the Arms of Mexico and represents Los Angeles under Mexican rule from 1822-1846. The Bear Flag shows the California Republic of 1846. The stars and stripes indicate Los Angeles as an American city. The olives, grapes, and oranges are reminders that Los Angeles is a garden community. The Rosary around the Seal represents the part played by the Mission Padres in the early years of Los Angeles.

LOS ANGELES AT A GLANCE

FOUNDED

September 4, 1781

INCORPORATED

April 4, 1850

POPULATION

1987 (State Dept. of Finance)	3,311,544
1980 U.S. Census	2,966,763
1970 U.S. Census	2,811,801
1960 U.S. Census	2,479,015
1950 U.S. Census	1,970,358
1940 U.S. Census	1,504,277
1930 U.S. Census	1,238,048

AREA

465.9 square miles

Extreme distance north and south 44 miles

East and west 25 miles

Length of City Boundary 315 miles

TOPOGRAPHY

Elevation ranging from sea level to 5,080 feet (Elsie Peak).

Average elevation about 275 feet

TEMPERATURE

Mean over 80-year period 64.4°

Highest—September 1, 1955 110.0°

Lowest—January 4, 1949 27.9°

RAINFALL

Normal annual 14.68 inches

FORM OF GOVERNMENT

Mayor-Council-Commission form as provided by Freeholders' Charter effective July 1, 1925. Mayor, City Controller, and City Attorney elected by the people every four years. Fifteen City Council members representing fifteen districts are elected by the people for four-year terms. Members of Commissions are appointed by the Mayor, subject to the approval of the City Council. With but few exceptions all other officials and employees of the City are subject to civil service provisions of the Charter.

CITY HALL

200 N. Spring St., Los Angeles 90012, 485-2121

- The Los Angeles City Hall and grounds occupy one square block in Civic Center.
- Building was dedicated April 26, 1928.
- Financed by bond issue.
- Total cost of building, real estate and furnishings — \$9,726,837.48.
- Height of building above Main Street is 454 feet.
- Gross floor area, including garages, is 912,292 square feet, approximately 21 acres.

CITY HALL SOUTH

111 East First Street, Los Angeles 90012

- Building was dedicated in October, 1954.
- Building has ten floors plus basement.
- Gross floor area — 138,334 square feet, plus 55,640 square feet of landscaped grounds.

CITY HALL EAST

200 North Main Street, Los Angeles 90012

- Height — 280 feet above Main Street, 18 stories plus helipad, and 4 levels below Main Street.
- Gross floor area above Main Street — 549,000 square feet.
- Gross floor area at Mall level — 85,800 square feet.
- Gross area for 3 parking levels between City Hall South and City Hall East — 268,500 square feet.

EAST MALL AND UNDERGROUND PARKING

- Gross Parking Area: 1,051,800 square feet.
- Gross Mall Area: 272,900 square feet.

FOUNDING AND INCORPORATION

The first settlers of the City of Los Angeles consisted of 14 families numbering 44 individuals. The ceremonies founding the City took place on September 4, 1781. At this time, Colonel Felipe De Neve, who was then Governor of the Spanish Province of Alta California, officially applied the name "El Pueblo de la Reina de los Angeles" or "The Town of the Queen of the Angels."

The City of Los Angeles was incorporated on April 4, 1850. At that time it had a population of 1,610 (U.S. Census) and an area of

28 square miles. It did not have a graded street, a sidewalk, a water system, lights, nor a single public building of its own. Every citizen on Saturday morning swept or cleaned up the street in front of his own domicile. Street lighting was simple, for each owner whose house faced the street was obliged to put a light at the door in front of his house during the first two hours of every dark night.

LOS ANGELES TODAY

Today Los Angeles has a population of over three million people, an area of 465 square miles, 7,366 miles of streets, an abundance of water and power brought from mountains hundreds of miles away, and thousands of publicly-owned structures of various types. The friendly lanterns that once hung at the door have been replaced with electrolier lights and utilitarian lights. Adobe houses have been replaced with modern buildings and residences; volunteer police and fire departments have been succeeded by highly trained, properly equipped and well organized municipal forces, and mud flats have been dredged to become one of the world's busiest harbors at Wilmington and San Pedro.

CITIZEN'S INTERESTS

Your City government touches your life at more points more frequently than any other governmental agency, be it federal, state, or county. The City government furnishes water, supplies electricity, provides ambulance, police, sanitation and fire services, maintains streets, maintains parks and provides other essential services to citizens.

In a very real sense, the City government is a huge corporation with over 3 million stockholders — the second largest city in the United States. This City, in which you are a stockholder, is engaged in business exceeding 6.7 billion dollars a year.

MUNICIPAL ORGANIZATION

The basic law of the government of the City of Los Angeles is found in the City Charter, adopted by a vote of the people in 1924, effective July 1, 1925, and subsequently amended from time to time. The Charter provides for a mayor-council type of municipal system, the Mayor being the executive branch and the Council the legislative. The governmental machinery consists of approximately 39 departments and bureaus which are headed by advisory or controlling Boards or Commissions appointed by the Mayor subject to confirmation of the Council. The salary of members of the Board of Public Works, the only full-time Board, is by ordinance. The members of most citizen boards receive a minimum of \$50 per meeting. Members of the Airport, Harbor, and Water and Power Boards receive \$50 per meeting not to exceed \$250 per month.

CITY LEADERS

THE MAYOR

The Mayor serves as the elected head of City government, is elected at large and serves a four-year term. The Mayor, more than any other City official, is held responsible for the conduct of City affairs. As executive officer of the City, the Mayor submits proposals and recommendations to the Council, approves or vetoes ordinances passed by the Council, and is active in the enforcement of the ordinances of the City. The Mayor recommends and submits the annual budget and passes upon subsequent appropriations and transfers; appoints and may remove certain City officials and commissioners, subject to confirmation by the Council; secures cooperation between the departments of the City; receives and examines complaints made against officers and employees; and coordinates visits of foreign and domestic dignitaries with concerned public and private organizations. The Mayor is also Director of the Emergency Operations Organization.

THE CITY COUNCIL

The Council is the governing body of the City except as otherwise provided in the Charter, and enacts ordinances subject to the approval or veto of the Mayor. It orders elections, levies taxes, authorizes public improvements, approves contracts, and adopts traffic regulations. The Council adopts or modifies the budget proposed by the Mayor and provides the necessary funds, quarters, equipment, and supplies for the budgetary departments. The Council confirms or rejects appointments proposed by the Mayor, prescribes duties of boards or officers not defined by Charter, and may suspend elective officers.

The first City Council, of seven members, held its initial meeting on July 3, 1850. With the rapid growth of the City have come many problems affecting the lives and welfare of its residents, such as traffic control, sewage and garbage disposal, fire and police protection, flood control, public utility regulation, and many other functions too numerous to mention. Responsibility for the proper solution of these problems rests with the City Council which now consists of fifteen members elected by districts. The Council meets at ten o'clock in the morning in the Council Chamber of the City Hall three days each week, Tuesday, Wednesday and Friday. All meetings are open to the public.

Council Members shoulder a responsibility far heavier than most citizens suspect. The average citizen's first thought when a

problem arises is to write, telephone, telegraph, or call upon the Council Member. The reason is obvious. The Council Member knows the district and the constituents with more intimate understanding than can more distant representatives, and a citizen can know the Council Member by simply dropping in at the City Hall, or by attending public meetings. This is why, in spite of rigid separation among legislative, executive, and judicial branches of municipal government, Council Members constantly receive requests for adjustment of matters beyond their jurisdiction.

The Council is provided technical assistance by the Chief Legislative Analyst's Office. Personnel from this office are assigned to work with the various Council Committees and the Council as a whole to gather information which the Council may require for passage of City legislation.

DEPARTMENTS AT A GLANCE

DEPARTMENT OF AGING

This Department, a designated Area Agency on Aging (AAA), is in charge of the planning, coordination, direction and management of the City's senior citizens' activities. The functions of the Department include planning, implementation and monitoring of programs for seniors; acting as a resource in providing information about and referral to community services; conducting advocacy on behalf of the interests and welfare of the senior community; and administering and overseeing all funds given to service providers. The Department's programs are carried out in compliance with the Older Americans Act and the Older Californians Act.

The Department provides services directly and through contracts with community organizations. Services provided directly include, but are not limited to, Information and Referral, the Carrier Alert Program, and the Senior Community Services Employment Program. In addition, the Department coordinates Older Americans Month activities in May of each year.

A variety of supportive social service programs (e.g., Legal, Ombudsman, Multilingual Information and Referral, Case Management, In-Home Services, Emergency Alert Response System) and congregate and home delivered nutrition services are provided through contract. The City is divided into 15 Aging Service Areas each of which contains a Senior Multipurpose Center serving as a community focal point for these services.

For more information on programs funded by the Department, call in the **Central Area** - (213) 485-4402 or these local numbers and ask for extension 4402: **West L.A. Area** - (213) 312-8321; **Valley Area** - (818) 989-8121; **Harbor Area** - (213) 548-7721.

DEPARTMENT OF AIRPORTS

The Department of Airports, under its Board of Commissioners, is responsible for the management, supervision, and control of all airports and airport facilities under the jurisdiction of the City of Los Angeles.

These airports are:

1. Los Angeles International Airport (LAX)
2. Van Nuys Airport (VNY)
3. Ontario International Airport (ONT)
4. and, land supervision of property in Palmdale, California for future airport (PMD) development.

These airports are among the busiest in the entire world.

ANIMAL REGULATION DEPARTMENT

This Department enforces laws and ordinances regulating the care, custody, control, and prevention of cruelty to all animals within the City. It operates and maintains animal shelters, spay and neuter clinics, and issues permits for the operation of animal establishments and makes inspections thereof. The Department issues dog and equine licenses and collects dog and equine license taxes, and participates State's rabies control program. The Department also issues cat identification tags and collects cat identification tag fees. The Department enforces the Leash Law; inspects medical research laboratories; and accepts unwanted animals.

Main Office 485-5771
City Hall East, Room 1650
200 North Main Street
Los Angeles 90012

District Offices:

8 a.m.-7 p.m., Mon.-Fri./8 a.m.-5 p.m., Sat.
(24-hour emergency service available)

North Central Animal Care and Control Center 485-5765
(East of Hollywood Freeway and south of Ventura Freeway)
3201 Lacy Street
Los Angeles 90031

East Valley Shelter (818) 989-8445
(North of Mulholland Drive and west of Barham Boulevard)
13131 Sherman Way
North Hollywood 91605

Eleventh Avenue Shelter	485-5761
3612 Eleventh Avenue	
Los Angeles 90018	
Harbor Shelter	548-7694
735 Battery Street	
San Pedro 90731	
West Los Angeles Shelter	820-2691
(South of Mulholland Drive)	478-0731, Ext. 487
11950 Missouri Avenue	
Los Angeles 90025	
West Valley Shelter	(818) 989-8481
20655 Plummer Street	
Chatsworth 91311	

Barking Dogs—Dog barking complaints must be submitted in writing to your local shelter with name, address, and telephone number of the complaining party, a description of the nuisance, and name and address of the dog owner.

Dead Animal Pickup—The Bureau of Sanitation will remove dead animals from your property or from public streets in the City. Dead animals cannot be removed from under your house or inaccessible places. Call 989-8521 (Valley); 485-4906 (East of La Brea); 272-6376, Ext. 393 (West of La Brea).

Dog Nuisances—Pet owners who allow their dogs to commit a nuisance on any parkway, sidewalk, or other public property without removing it violate a City ordinance. Violations must be witnessed by an Animal Control Officer.

Found Pets—A dog is personal property. It is against the law to keep a found pet. Call your nearest shelter.

Leash Law—Dog owners must either confine their pets to their property or put them on a leash when walking them. Complaints about loose dogs should be reported to your nearest shelter.

Licenses—Licenses are an aid to recovering lost animals. The shelter will contact the owner of a licensed found animal. Fees may be mailed or paid in person.

Cat—License not required, but you may voluntarily purchase an identification tag for \$5 which is good for the life of the cat. A maximum of 3 cats are permitted per household.

Dog—License required after the dog is 4 months old; if the dog has been spayed or neutered, or has been certified by a veterinarian to be incapable of breeding, fee is \$8.00; otherwise, fee is \$18.00. Valid one year from date of issuance. A dog license may be issued free of charge if the dog is needed to assist a blind or disabled

person. A maximum of 3 dogs are permitted per household. Seniors 62+ may obtain a free license for the life of the dog.

Horse—An annual fee of \$14 must be paid for each equine over the age of one year.

Purchase of Pets—You may purchase unclaimed pets from any shelter.

Rabies Inoculation Clinics—Animal Regulation Department sponsors low cost clinics on specified days throughout the year. Call your local shelter for dates and locations.

Spay and Neuter Clinics—The Department of Animal Regulation operates a low-cost Spay/Neuter Clinic for dogs and cats at four locations:

- North Central Center (Monday through Thursday) 222-2669
- East Valley Shelter — 764-4411
- Eleventh Avenue Shelter — 734-0470
- Harbor Shelter (Fridays only) — 831-2414

Have your dog or cat altered to help reduce the excessive animal population in the City of Los Angeles.

BUILDING AND SAFETY DEPARTMENT

This Department enforces all ordinances and laws relating to the construction, alteration, repair, demolition, removal or relocation of buildings or structures as well as the installation, alteration, repair, use and operation of heating, plumbing, lighting, ventilating, refrigerating, electrical and mechanical appliances and equipment therein. The Department enforces the zoning ordinance of the City; provides a preventive as well as a corrective program for the rehabilitation of substandard dwellings, commercial buildings, apartment houses, hotels, schools, hospitals and places of public assembly; provides a program for inspection of all excavations and fills on private property; enforces the swimming pool fencing ordinance; tests and approves electrical and plumbing appliances and equipment for sale in the City; provides reports of residential building records and pending special assessment liens to potential purchasers prior to sale or exchange; and inspects residential property on request to determine its compliance with City code requirements.

Questions regarding matters listed above should be directed to one of the following offices:

- Central Office 485-5372
- Room 407, City Hall
- Los Angeles 90012

Van Nuys Office (818) 989-8256
 14425 Erwin Street
 Van Nuys 91401

West Los Angeles Office 312-8378
 1645 Corinth Ave.
 Los Angeles 90025

San Pedro Office 548-7554
 638 South Beacon Street
 San Pedro 90731

CITY ADMINISTRATIVE OFFICER

The City Administrative Officer is the chief financial advisor to the Mayor and the Council and reports directly to both. The City Administrative Officer conducts investigations, carries out research and makes recommendations on a wide variety of City management matters for the Mayor and Council. The City Administrative Officer assists the Mayor and Council in the preparation of the City budget, plans and directs the administration of the budget, and directs the development of work programs and standards. The City Administrative Officer represents the management of the City in negotiating all labor contracts. In addition, the City Administrative Officer conducts periodic management audits of City departments, administers a risk management program, coordinates disaster preparedness activities and program, conducts a productivity improvement program, chairs and participates on many coordinating committees and performs other duties as required by the Mayor or the Council.

CITY ATTORNEY

The City Attorney is attorney and legal adviser to the City of Los Angeles, a municipal corporation, and the Council, all officers, boards, and departments, and the following departments having control over their own funds: Water and Power, Harbor, Airports, City Employees' Retirement System, and Fire and Police Pension Systems. The City Attorney renders legal opinions construing Federal and State laws, the Charter, and ordinances. The City Attorney examines contracts and ordinances as to form and legality and is often called upon to pass on the legality of the various activities of the City and its officials. The City Attorney represents the City and its boards and officers in all civil trials and legal proceedings before all courts, including both State and Federal. The City Attorney represents the City in connection with the defense of all tort claims and resulting lawsuits filed, and before the Workers'

Compensation Appeals Board and all courts in connection with worker's compensation claims and litigation. The City Attorney has jurisdiction to prosecute all misdemeanors occurring in the City, including violations of State laws and ordinances of the City. The City Attorney also acts for the City as an advocate before the United States Congress and the State Legislature and their respective committees and represents the City in proceedings before the State Public Utilities Commission, the Federal Power Commission, the Civil Aeronautics Board, the Federal Maritime Board, and other Federal and State administrative bodies and committees in matters wherein the City has an interest.

CITY CLERK

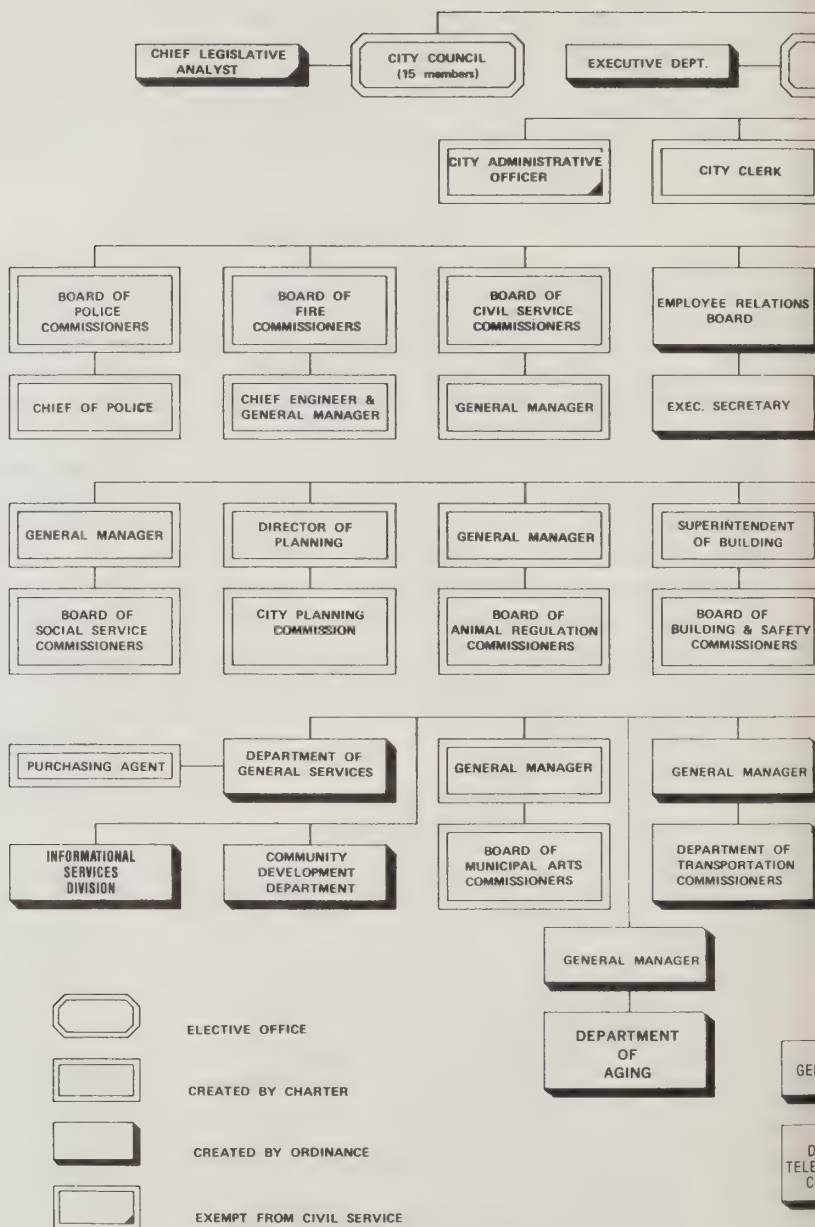
The City Clerk serves as the Clerk of the City Council and maintains a record of all Council proceedings; maintains the official City records and archives; maintains a record of all real estate ownership in the City for use by other departments and the public; administers all City elections; is the ex-officio Tax Collector for the City and administers the collection of all business and related taxes; issues Police and Fire permits; provides special presentations for the Council and the public, special administrative and personnel services to the Council, and provides staff assistance to Council Committees. The City Clerk also provides a records management service for all City departments. All claims filed against the City must be received and recorded by the City Clerk.

Information about the following services can be obtained by calling the telephone numbers listed below:

Claims against the City	(213) 485-5705
City Council Agendas	(213) 485-5701
Property ownership	(213) 485-5741
Elections	(213) 485-3581

Business tax certificates may be secured or business tax claims may be filed at any of the following office locations:

Main Office (8 a.m. - 5 p.m.)	(213) 626-9271
200 N. Spring Street	
Room 101, City Hall	
Los Angeles 90012	
Hollywood Office (8 a.m. - 5 p.m.)	(213) 485-3935
6501 Fountain Avenue	
Los Angeles 90028	
San Pedro (Monday-Wednesday-Friday)	(213) 548-7646
(8 a.m. - 4:30 p.m.)	
638 South Beacon Street, Room 303	
San Pedro 90731	



ELECTIVE OFFICE



CREATED BY CHARTER



CREATED BY ORDINANCE

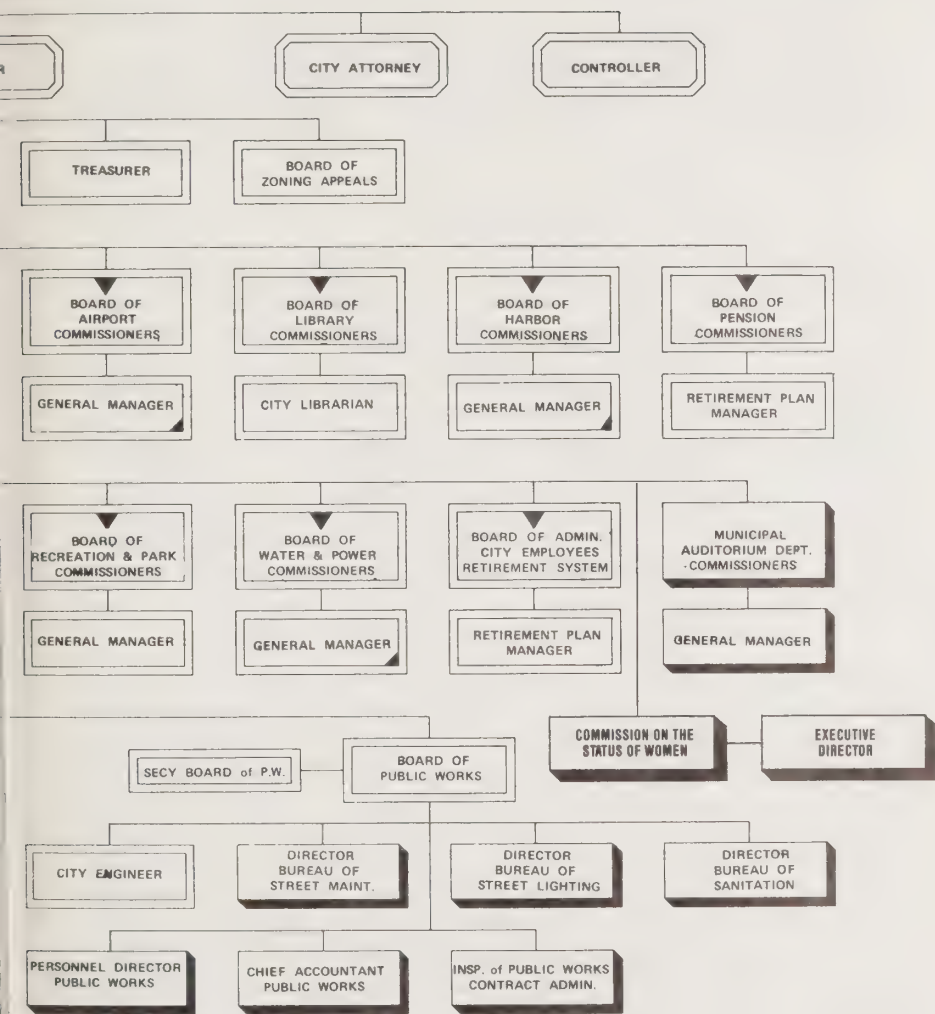


EXEMPT FROM CIVIL SERVICE



SELF GOVERNING DEPARTMENT
CONTROLLING OWN FUNDS

ATE



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ATIONS
SERS

NOTE No. 1. ALL APPOINTMENTS BY THE MAYOR
SUBJECT TO CONFIRMATION BY THE COUNCIL.

NOTE No. 2. ALL BOARDS AND COMMISSIONS HAVE EITHER FIVE OR SEVEN
MEMBERS, ONE APPOINTED EACH YEAR FOR A FIVE YEAR
TERM AND EXEMPT FROM CIVIL SERVICE.

Van Nuys (8 a.m. - 5 p.m.) (818) 989-8531
 14401 Erwin Street
 Van Nuys 91401

Watts City Hall (Tuesday-Thursday-Friday) (213) 566-5331
 (1 p.m. - 4:30 p.m.)
 1513 E. 103rd Street
 Los Angeles CA 90002

Westchester (Tuesday-Thursday) (213) 670-3080
 (8 a.m. - 4:30 p.m.)
 7166 West Manchester, Room 9
 Los Angeles 90045

West Los Angeles (8 a.m. - 5 p.m.) (213) 312-8325
 1645 Corinth Avenue, Room 104
 Los Angeles 90025

CITY EMPLOYEES' RETIREMENT SYSTEM

This Department, under its Board of Administration, is vested with the exclusive management control of the investments of the City Employees' Retirement Fund and the administration of provisions of the City Charter and Administrative Code relative to the retirement, disability death benefits provided for all City employees, except the sworn forces of the Fire and Police Departments, and the employees of the Department of Water and Power.

COMMISSION ON THE STATUS OF WOMEN

The Los Angeles City Commission on the Status of Women was established by ordinance in 1975 and made a permanent City department in 1980. Its purpose is to assist in assuring to all women the opportunity for full and equal participation in the affairs of city government and promote the general welfare of women in the Los Angeles community. The Commission is authorized to: inform and advise the Mayor and City Council of the needs of women, investigate conditions which adversely affect women and recommend remedies, and maintain an active liaison with community groups. Activities include: conferences, workshops, and seminars; public hearings; special events (exhibits, receptions); publications; information and referral services; and legislative advocacy. Information can be obtained by calling 485-6533.

COMMUNITY DEVELOPMENT DEPARTMENT

This Department administers a wide variety of important programs in and for the communities which make up the City of Los Angeles. Over 300 programs, using Federal, State and local sources of funding are devoted to economic development, the rehabilitation

of neighborhood facilities and housing. These and a wide range of job training and human service programs operating at the direction of the Mayor and the City Council, are funded under the Housing and Community Development Act, the Community Services Block Grant, the Stewart McKinney Homelessness Assistance Act and the Job Training Partnership Act.

Additionally, this Department is charged with the administration of the City's Rent Subsidization Program. Information about this program is available at 624-RENT. Other Department information is available by calling 485-7980.

CONTROLLER

The City Charter establishes the Controller as an elected official and gives the Controller the responsibility for serving as the auditor and chief accounting officer of the City. The Controller is required to exercise general supervision over the accounts of all officers and departments of the City, including the independent departments of Airports, Water and Power, and the Port of Los Angeles. The Controller prescribes the method and installation of accounting systems as approved by the Council, records and audits all receipts and disbursements; audits and approves all payments to employees, contractors or vendors before payment; and protects appropriations against overdraft or expenditure for unauthorized purposes. The Controller centrally prepares payrolls and maintains records of payroll deductions for employee participation in group insurance, medical service, and other voluntary activities. The Controller acts as custodian of all official bonds, except that of the Controller.

The Controller prepares the official financial reports for the City and submits them to the State Controller and Bond rating agencies. Monthly and yearly financial reports are submitted to the Mayor and Council.

In accordance with the Charter, the Controller submits to the Mayor the estimated revenue for budget purposes (other than property taxes) for the City. Also, computation of the City tax rate for each year is prepared for the City Council.

Internal auditing of all departments is done by the Controller. Audit reports are submitted to the department heads, the Mayor, and the City Council and are available to the public.

The City Controller is also the Controller for the following governmental agencies:

- Los Angeles Coliseum and Sports Arena
- Los Angeles Convention and Exhibition Center Authority
- Community Redevelopment Agency of the City of Los Angeles
- Parking Authority, City of Los Angeles (Los Angeles Mall)
- Pueblo De Los Angeles State Historical Monument (Plaza)
- South Central Los Angeles Multiservice and Child Development Center Agency

CULTURAL AFFAIRS DEPARTMENT

The Department is responsible for the operation of a number of arts centers throughout the greater Los Angeles area. The centers offer classes and programs in their respective communities and provide exhibition and performance space as well. Some are located next to cultural and historic architectural monuments such as the Watts Towers and Frank Lloyd Wright's Hollyhock House. It is these monuments, and a variety of other structures which have cultural and historic significance, that the Cultural Heritage Commission (under the auspices of the Cultural Affairs Department) strives to preserve and protect.

Another adjunct to the department, the Cultural Affairs Commission, is primarily responsible for approving the design of any structure being built on or over City property.

Additional support for cultural groups and organizations is provided through the awarding of grants managed by the department.

The department also sponsors, co-sponsors or otherwise lends support through loaning of equipment and providing technical assistance to a variety of cultural activities, programs and events.

Overall, the Cultural Affairs Department strives to encourage, support, organize and fund those activities which contribute to the continuance and development of the cultural and artistic aspects of life in Los Angeles.

Faculty locations are as follows:

Main Office	(213) 485-2433
200 N. Spring Street	
Room 1500, City Hall	
Los Angeles 9012	
City Hall Bridge Gallery/West Los Angeles	
City Hall Gallery/City Art Collection	(213) 485-4581
Barnsdall Arts Center, Barnsdall Art Park	(213) 485-2116
Junior Arts Center, Barnsdall Art Park	(213) 485-4474
Hollyhock House, Barnsdall Art Park	(213) 485-4580
Los Angeles Municipal Art Gallery,	
Barnsdall Art Park	(213) 485-4581
Performing Arts Program, City Hall	(213) 485-2437
Gallery Theatre, Barnsdall Art Park	(213) 485-2437
Triforium, City Hall Mall	(213) 485-2437
Folk Arts Program, City Hall	(213) 485-6759

Photography Centers

Los Angeles Photography Center	(213) 383-7342
Encino Photography Center	(818) 748-7266
Peck Park Photography Center, San Pedro ..	(213) 548-7580
McGroarty Arts Center	(818) 352-5285
Watts Towers Arts Center	(213) 569-8181
William Grant Still Arts	(213) 734-1164
Cultural Affairs Commission	(213) 485-2433
Cultural Heritage Commission	(213) 485-2433
Murals Program	(213) 383-7342

EMPLOYEE RELATIONS BOARD

The functions of the Employee Relations Board include determining representation units for City employees, arranging for election in such units, determining the validity of charges of unfair practices by management or employee organizations, maintaining lists of impartial third parties for use in the resolution of impasses, and arbitration of grievances, and acting upon requests for mediation or fact-finding in the resolution of impasses. The Board is authorized to conduct investigations and hold public hearings on all matters relating to the composition of representation units and unfair employee relation practices.

FIRE DEPARTMENT

This Department provides Class-1 fire protection and rescue services for more than three million Los Angeles citizens. Through contractual agreement, this service is also provided to the City of San Fernando. To insure this high level of professional service, the Department is divided into five main bureaus which perform separate vital functions.

The Bureau of Fire Suppression and Rescue, the Department's largest, has approximately 2,400 uniformed members. These officers and firefighters perform the traditional fire-fighting duties of controlling and extinguishing injurious and dangerous fires. This Bureau also conducts fire prevention and pre-fire planning inspections.

The Bureau of Fire Prevention and Public Safety also protects lives and property. To this end, this Bureau is comprised of fire inspectors and fire prevention engineers who have the responsibility under State law and City ordinances for approval and inspection of all major buildings and manufacturing processes in order to diminish the threat of fire and life hazards. This Bureau is responsible for a variety of occupancies which include schools and churches, institutions, public assemblages, and industrial/commercial. The

Fire Department's Arson Section is also a part of this Bureau and handles investigations of major, as well as suspicious fires.

The Bureau of Support Services provides for the general functions of training, communications dispatching emergency resources, and the logistical needs of supplies and apparatus/equipment engineering and maintenance. These services support the overall mission of the Fire Department.

A major division in this Bureau is the Communications and Information Systems Division. Operations Control Dispatch Section (OCD) is extensively involved in communications and dispatching Fire Department personnel and equipment to emergencies. OCD also coordinates the status of fire companies and ambulances in the field.

The fifth major bureau is the Bureau of Administrative Services which contains the Accounting Services Section, Management Services Section, Maps and Drafting Unit, Personnel Services Section, Manuals and Orders Section, and the Photo/Video Services Section.

GENERAL SERVICES DEPARTMENT

This Department contains City organizations which have the common functional objective of providing internal support for operating programs. Activities involved include fleet services; building services and security services; property management, purchasing, stores and printing; telephone, communications and mail and messenger services; and material testing services. By ordinance, the General Manager fills the Charter-established position of Purchasing Agent.

HARBOR DEPARTMENT

Guiding the over 750-member Harbor Department is the Board of Harbor Commissioners, appointed by the Mayor from the ranks of prominent Los Angeles citizens. This policy of citizen control has helped shape the destiny of the Port of Los Angeles, once a desolate tidal flat, to its current status as one of the leading harbors in cargo tonnage in the world, now known also as WORLDPORT LA.

Occupying approximately 7,500 acres of land and water area, the Port features 28 miles of waterfront, and is one of the world's largest man-made harbors.

Th Port is self-sustaining, with funds for construction, maintenance and operation provided from its own earnings and sales of bonds, rather than through taxes.

The Port of Los Angeles is more than just a gateway for commerce to the half of California's 20 million population that lives in the five counties around the harbor. It has been estimated that one

out of every four workers in Los Angeles' three million population makes his or her living directly or indirectly from Port-related businesses.

Diversified facilities for handling any kind of cargo are available within Los Angeles Harbor. Harbor buildings for the handling of cargo and passengers include many of the finest and most modern in the world. Playing a prominent role in the Harbor are the eight container terminals with giant 200-foot-tall cranes handling 1.5 million containers annually; a bulk cargo handling and loading complex; a supertanker terminal, where some of the world's largest carriers discharge their crude oil; shipyards with giant building ways and floating drydocks for repairs; a commercial fishing fleet; wharves piled high with lumber; scrap metal yards; and many other diverse facilities.

Among the Port's commercial operations are recreational areas including the popular Ports O'Call Village; dozens of marinas such as the new Cabrillo Marina; and the World Cruise Center, the West Coast's busiest passenger terminal.

DEPARTMENT OF INFORMATION SERVICES

The Department furnishes centralized information and data processing services to user departments in systems design and implementation, computer programming; office technology, data processing, data storage and retrieval, data transmittal and display, access to education and user-oriented tools, such as personal computers, and other services in support of the application of automated information handling techniques.

LIBRARY

The Los Angeles Public Library is one of the major circulating and reference libraries of the Western World. In concept, and practice, it is one large library that is accessed at its Central Library, in downtown Los Angeles, seven regional branch libraries, 55 community branches, and five bookmobiles. The Central Library has Municipal Reference libraries in City Hall, the Department of Water and Power, and the Police Department. LAPL has holdings of more than six million books and other materials. Its annual circulation is over ten million, and the Central Library alone answers more than five million questions each year.

In April 1986, an arson fire destroyed much of the Central Library collection and caused the closing of the building. The Library hopes to open in temporary quarters located at 433 South Spring Street, Los Angeles in late 1988.

In October 1987, an earthquake caused the closing of four branch libraries. They will open in temporary quarters in mid-1988. These locations are as follows:

Wilshire Branch, 316 N. Western Avenue (213) 467-7343
Stevenson Branch, 3500 E. Whittier Boulevard (213) 268-4710
Junipero Serra, 4301 S. Figueroa Avenue (213) 234-1685

Plans are underway to rehabilitate and expand the Central Library and to remodel or replace the earthquake damaged branches.

The information numbers and mailing addresses for Library Administration, Central Library and the Regional branches are:

Library Administration/Central Library,
630 W. Fifth St. 612-3200
Central Region, 2700 W. 52nd St. 292-0263
East Valley Region, 5211 Tujunga Ave. (818) 766-7185
Hollywood Region, 149 N. St. Andrews Pl. (temporary) 466-4415
Northeast Region, 6145 N. Figueroa St. 256-3178
Southern Region
(Includes Mobile Services), 931 A. Gaffey St. 548-7785
West Valley Region, 19036 Vanowen St. (818) 345-4393
Western Region, 11360 Santa Monica Blvd. 477-9546

MUNICIPAL AUDITORIUM DEPARTMENT

The City is responsible for the operation and maintenance of the Convention and Exhibition Center in accordance with the lease and leaseback agreements between the City of Los Angeles and the Los Angeles Convention and Exhibition Center Authority.

The Municipal Auditorium Department markets and rents the facilities of the Convention Center for conventions, shows, meetings, dinners and other special events. It operates the parking facilities, provides client services and maintains the entire facility.

DEPARTMENT OF PENSIONS (FIRE AND POLICE PENSION SYSTEMS)

This Department administers the Fire and Police Pension System for all uniformed fire, paramedic and police employees and is responsible for the investment of pension funds in stocks, bonds, real estate and money market instruments.

PERSONNEL DEPARTMENT

This Department classifies all positions not exempt from Civil Service provisions, and assigns appropriate titles. It recruits employees, holds competitive examinations, and establishes eligible lists for employment. It establishes rules and regulations governing the promotion, transfer, leaves of absence, removal, and reinstatement.

ment of City employees; administers the City's affirmative action and equal employment opportunity programs; and provides for, establishes and keeps service records. The Department assists other departments with in-service training, placement, and counseling; coordinates a City-wide suggestion award program; administers employee health and dental insurance programs and the City-wide Wellness program; investigates grounds for removal or suspension of employees, conducts hearings, and verifies and approves payrolls. The Department administers pre-employment health examinations; administers a workers' compensation program, including occupational rehabilitation for City employees; conducts an occupational health and safety program for City employees; and provides medical care for persons in custody of the Police Department. It also oversees the activities of the Child Care Coordinator who is responsible for pursuing and implementing the goals set forth in the City's Child Care policy.

Employment information may be obtained by calling 485-2441.

CITY PLANNING DEPARTMENT

This Department prepares and maintains a general plan which is a comprehensive declaration of purposes, policies and programs for the development of the City including such elements as land use, conservation, circulation, service systems, highways, public works facilities, branch administrative centers, schools, recreational facilities and airports. The Department regulates the use of privately-owned property through zoning regulation specific plan ordinances and State laws and through the approval of proposed subdivisions. The Department investigates and reports on applications for amendments to zoning regulations, and passes upon zone variance and conditional use applications. The acquisition of land by the City for public use and the disposition of surplus land must be submitted to the Commission for report and recommendation. The Department conducts studies relating to environmental quality, and provides advice and assistance relative to environmental matters.

Information regarding planning matters can be obtained by calling 485-7826.

POLICE DEPARTMENT

This Department has the duty and power to enforce the penal divisions of the City Charter, the ordinances of the City, and the laws of the State and the nation for the purpose of protecting persons and property and for the preservation of the peace of the community. To these ends the department engages in patrol, prevention of crime, investigation of reported crimes, apprehension of suspects, the gathering and presentation of evidence, detention of unar-

raigned persons, regulation of traffic, investigation of traffic accidents, custody of property, and such staff services as are necessary to engage in these activities.

POLICE DEPARTMENT PHONE NUMBERS:

	Emergency	Business
Metro	(213) 625-3311	(213)485-2121
Sunland-Tujunga ..	(818) 767-5313	(818) 767-5317
Valley	(818) 787-1122	(818) 989-8121
Harbor	(213) 832-7211	(213) 548-7721
West Los Angeles ..	(213) 478-0841	(213) 478-0731 x 404
Pacific	(213) 393-9911	(213) 202-0716 x 302

Life Threatening Emergencies — Dial 911

PUBLIC WORKS DEPARTMENT BOARD OF PUBLIC WORKS

The Board of Public Works manages and controls the Department of Public Works and is responsible for operation of the bureaus whose budgets are shown on succeeding pages, including the responsibility for monitoring the departments' affirmative action and training programs. The board advertises and invites proposals for bids for tree trimming, street construction and resurfacing, street lighting, sewer maintenance and construction, etc.; awards contracts for the construction of public buildings; assists individuals and businesses in processing construction-related requests through City departments; provides for the use of minority contractors and the employment of minority individuals on City contract jobs; and coordinates the issuance of permits for motion pictures, television and commercial filming within the City and on all City-owned property except for the Department of Airports.

A hot line into the board office is available to the public in times of emergencies or to register complaints. The number is 485-3719.

PUBLIC WORKS DEPARTMENT BUREAU OF ACCOUNTING

This Bureau processes and maintains financial records for the Department of Public Works; designs, develops and maintains cost, grant, and project reporting accounting systems and sub-systems; coordinates usage of the City's Financial Management Information System within the Department; prepares accounting and budgetary reports on Department operations; and issues financial statements for the City's Wastewater System.

PUBLIC WORKS DEPARTMENT BUREAU OF CONTRACT ADMINISTRATION

This Bureau is responsible for quality assurance/control and inspection of public works construction projects which include streets, bridges, sewers, storm drains, street lighting and traffic signals, public buildings, recreation and parks projects, airport facilities, water reclamation and sewage treatment plants and all other public improvements. Quality Assurance Inspection is also provided in manufacturing plants supplying materials such as concrete, structural steel, pipe, and specialized equipment used in these projects.

The Bureau's Office of Contract Compliance Division monitors all construction and nonconstruction contracts to achieve the following objectives:

- (1) Compliance with the City's Affirmative Action Plan.
- (2) Verification that contractors pay their employees prevailing wages.
- (3) Meeting the desired goals and objectives for hiring Disadvantage/Minority Business Enterprise and Womens' Business Enterprise contractors on Federal and City funded projects.

PUBLIC WORKS DEPARTMENT BUREAU OF ENGINEERING

This Bureau prepares environmental assessments, preliminary designs, final plans, specifications and estimates; supervises plans and specifications prepared by private engineers and architects; checks plans and prepares structural, electrical, and mechanical engineering details; and prepares preliminary and final construction cost estimates for all streets, storm drains, sewers, treatment plants, bridges and other structures, buildings, service yards and related public improvements. It subsequently administers contract documents, construction engineering and certain other contractual relationships during construction.

Public counters are provided for research into City records, review of private projects and the issuance of permits for work involving the City's rights-of-way or public properties. This Bureau is responsible for the engineering features and standards of all privately developed subdivisions and tracts.

This Bureau acquires rights-of-way and easements required for City streets, sewers, storm drains, treatment plants, buildings, service yards, and other public facilities; examines titles and processes

title transfers and property matters; purchases properties required for use by City departments; negotiates and administers short term rentals of property acquired by the City for public purposes; and sells excess City-owned properties.

This Bureau administers the development of public improvements, financed by the basic assessment act procedures; spreads the cost of special assessments processed by the City in accordance with State laws, and City improvement and maintenance ordinances; provides assessment advisory services to the City Council and its Public Works Committee; maintains basic records of special assessment liens on real properties and of the final disposition thereof; and collects, accounts for, and distributes monies paid to the City for improvements or maintenance assessments.

This Bureau acts as coordinator with federal, state, and county agencies in matters pertaining to the financing, design and construction of public works facilities.

This Bureau is charged with the responsibility for all basic and project surveying, the preparation of all basic maps, and is the custodian of all records pertaining thereto. It is also the custodian of all original maps, plans, profiles, field books, estimates, records and other data relating to the public works with which the Bureau is concerned.

This Bureau conducts extensive hydraulic modeling research, and research into geology and soil conditions to support its design work. It also conducts research into all aspects of Public Works engineering, develops standard plans for its use in design, and distributes the same to the private sector for continuity and standardization.

PUBLIC WORKS DEPARTMENT BUREAU OF MANAGEMENT-EMPLOYEE SERVICES

This Bureau administers the Human Resource Management Program for the Department of Public Works. The program includes the coordination of activities such as employee relations, affirmative action, training, supervisory development, liaison personnel services for all Bureaus, suggestion awards, employee recognition programs, hiring and disciplinary actions, and the processing and maintenance of personnel records. Bureau staff also recommend policy to the Board of Public Works and develop, implement and ensure compliance with personnel directives and procedures, as well as compliance with civil service rules, Executive Directives and Personnel Ordinances.

PUBLIC WORKS DEPARTMENT BUREAU OF SANITATION

This Bureau collects and disposes of household refuse and dead animals; operates landfill sites for the disposal of refuse and accept-

able wastes; plans and arranges for design of refuse collection facilities; and plans and designs refuse, recycling, and disposal facilities. It controls the discharge of sewage, industrial wastes and storm waters into sewers, storm drains, open channels and navigable waters; inspects and maintains open storm water channels; maintains, operates and repairs all sanitary sewers, storm drains, culverts and appurtenant structures, such as sewage and storm water pumping plants, and sewer ventilating plants; and operates and maintains wastewater treatment plants, some of which reclaim water and produce electrical energy.

Requests for refuse collection service or information can be made by calling one of the following offices:

- SOUTH CENTRAL DISTRICT**
Headquarters, 786 South Mission Road (213) 485-4911
- NORTH CENTRAL DISTRICT**
Headquarters, 452 San Fernando Road (213) 485-4906
- WESTERN DISTRICT**
Headquarters, 2027 Stoner Ave., W. L.A. (213) 312-8393
- EAST VALLEY DISTRICT**
Headquarters, 9701 San Fernando Road (818) 989-8521
- WEST VALLEY DISTRICT**
Headquarters, 8840 Vanalden Ave.,
Northridge (818) 989-8627
- HARBOR DISTRICT**
Headquarters, 1400 N. Gaffey St., San Pedro . . (213) 548-7655
- EMERGENCY SEWER OVERFLOWS (213) 485-5884**
Night Emergencies (4:00 p.m. - 12:30 a.m.) . . (213) 485-5391
- PUBLIC INFORMATION (213) 485-6444**

**PUBLIC WORKS DEPARTMENT
BUREAU OF STREET LIGHTING**

This Bureau is responsible for management of all street lighting operations in the City of Los Angeles. The Bureau constructs, repairs, operates, and replaces street lighting on public streets and places; prepares plans and specifications for installation of new and replacement lighting systems; administers assessment districts for installation and maintenance of street lighting; investigates and orders the installation of utilitarian (safety) street lights; studies proper illumination techniques, and analyzes their effect on night traffic accidents.

Requests for service or information can be made by calling 485-5934.

PUBLIC WORKS DEPARTMENT BUREAU OF STREET MAINTENANCE

This Bureau maintains, repairs and cleans improved roadways, bridges, tunnels, pedestrian subways and related structures. It provides general maintenance for landscaped street islands and embankments and unimproved roadways, cleans unimproved lots, and removes brush from public hillside properties. It contracts new improvements as ordered by the Council or the Board of Public Works; and resurfaces and reconstructs streets. The Bureau enforces street tree ordinances, issues permits for the planting and removing of trees within parkways, and maintains such trees as planted in new subdivisions. It sprays parkway trees for pest control, trims parkway trees for traffic and overhead utility lines clearance, and removes dead or hazardous parkway trees. It enforces street use ordinances and inspects the movement of houses or oversized loads on streets.

Requests for service or information can be made by calling 485-5661.

DEPARTMENT OF RECREATION AND PARKS

This Department operates and maintains parks, playgrounds, swimming pools, public golf courses, recreation centers, a municipal zoo, recreation camps and educational facilities, and structures of historic significance; supervises all recreation activities at such facilities; and controls its own funds.

Special locations of interest are:

Banning House

401 E. M. Street, Wilmington 548-7777

Cabrillo Marine Museum

3720 Stephen White Drive, San Pedro 548-7562

El Pueblo State Historic Park

845 N. Alameda Street, L.A. 628-7164

Los Angeles Zoo

5333 Zoo Drive, Griffith Park 666-4090

Maritime Museum

Berth 84, Foot of 6th Street, San Pedro 548-7618

Observatory

2800 E. Observatory Road, Griffith Park 664-1191

Travel Town

4730 Crystal Springs Drive, Griffith Park 662-5874

SOCIAL SERVICE DEPARTMENT

This Department investigates and regulates solicitations for charitable projects, grants endorsements to qualified charitable agencies, determines eligibility of charitable organizations for exemption from payment of license and permit fees, and disburses City funds appropriated for charitable purposes. It also investigates applicants, issues licenses, and regulates the conduct of bingo games in the City of Los Angeles.

The public information number is 485-5003.

TELECOMMUNICATIONS DEPARTMENT

This Department is responsible for all cable television-related matters including enforcement, negotiation of franchises, public programming and utilization. This Department also has authority and responsibility for overall coordination of city telecommunications long-range plans and policies. It administers all telecommunications licensing and franchising matters including all franchise enforcement and regulation, transfers and renewal, analysis and recommendations on all proposals dealing with cable and telecommunications franchising. The Department has the responsibility to develop and coordinate municipal uses of cable television for public information dissemination and other applications involving the use of cable technology. It coordinates all technical matters involving cable as a telecommunications medium for both public and internal purposes. The Department also has full authority for coordinating City telecommunications activities and developing and coordinating joint applications with the private sector and other governmental entities.

TRANSPORTATION DEPARTMENT

This Department is responsible for the development of plans to meet the ground transportation needs of the traveling public and commerce; it has centralized authority over the conceptual planning and operation of the City's streets and highways system; and it provides a primary interface with the other government agencies on transportation matters. The Department studies traffic problems; analyzes the effect of new development on parking and traffic needs; installs and maintains traffic signs, signals, parking meters, street name signs, line striping and other transportation control devices; coordinates the development of off-street parking; enforces parking regulations; collects parking violations revenues; collects parking meter revenues; provides for intersection control; provides

crossing guard services at public and parochial schools; provides public utility regulation through investigation of services and rates of the privately owned public utilities, such as taxicabs, ambulances and sightseeing vehicles, issues permits to drivers of public transportation vehicles; prepares and enforces provisions of franchises; and audits franchises payments.

TREASURER

The Treasurer receives and is the custodian of all funds of the City and affiliated entities and disburses such funds pursuant to the City Charter and other statutory provisions; causes interest to be earned on funds that are not immediately needed; receives and is the custodian of all securities of the City and affiliated entities; delivers general obligation bonds and issues district and street improvement bonds; pays the principal and interest of revenue and general obligation bonds; is the paying agent for district revenue bonds and is paying agent for revenue bonds issued by departments of the City. The Treasurer collects payments of principal and interest on district and street improvement bonds, and disburses these amounts to bondholders.

DEPARTMENT OF WATER AND POWER

This Department under the City Charter is responsible for supplying the City and its inhabitants with water and electric energy by constructing, operating, and maintaining works extending throughout the City and to Inyo and Mono Counties to import water and electric energy and to other western states to import electric energy; fixes rates for water and electric service subject to approval of the Council by ordinance.

Consumer Hot Line (213) 481-5800

Customer Service

Metro Area (213) 481-4211

West L.A./S.F. Valley, Harbor 1-800-DIAL-DWP

Electric Trouble

In the (213) Area Code 1-800-821-5278

In the (818) Area Code 1-800-821-5279

Hearing and Speech Impaired Customers with

TDD equipment 1-800-HEAR-DWP

NOTES

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U.C. BERKELEY LIBRARIES



C123330222

INSTITUTE OF GOVERNMENTAL STUDIES LIBRARY
109 PHILOSOPHY HALL
UNIVERSITY OF CALIFORNIA
BERKELEY, CA 94720

